



August 22, 2006

SUBJECT: BOARD AND COMMISSION RESIGNATION – INFORMATION ONLY**REPORT IN BRIEF**

As outlined in City policy, this report is to inform Council that the City recently received an electronic letter of resignation and a copy has been filed with the Office of the City Clerk. Jana Seshadri, who was appointed to the Housing and Human Services Commission in July 2004 for a term to expire in June 2008, resigned as of August 9, 2006.

EXISTING POLICY

Administrative Policy, Chapter 1, General Management, Article 15, Subdivision 8 states that when a resignation letter is received, staff shall prepare an Information Only Report to Council that indicates the resignation(s) and specifies the process that staff recommends to fill the new vacancy(ies).

DISCUSSION

The Housing and Human Services Commission consists of nine members. With the resignation of Ms. Seshadri along with a current vacancy there will be seven members remaining and five members constitutes a quorum.

The vacancy will be added to the 2006 Fall Recruitment. Applications will be accepted during September and October with interviews scheduled in November. Assuming a successful recruitment, staff anticipates that Council may be able to fill the vacancy in December 2006.

Reviewed by:

Robert Walker, Assistant City Manager
Prepared by: Janice Clark, Deputy City Clerk

Approved by:

Amy Chan, City Manager